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S-E-C-R-E-T

PERSONNEL OFFICER TRAINING COURSE
2nd Examination
26 March 1959

Name _____

(Do not write your name on any of the other pages.)

Total Points

184
~~192~~

True-False	18
Multiple Choice	22
Multiple Choice	22
Short Answer	84
Discussion (4 questions)	60

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PERSONNEL OFFICER TRAINING COURSE

General Instructions: The examination will take at least an hour to complete but may take most of the allotted time for some of you. Therefore, work rapidly, especially on the first items. If you find yourself spending too much time on an item move on to the next one and come back to the difficult item when you have finished the rest of the exam. The test is set up so that you move from items with a simple format to discussion questions. In view of this be sure to leave ample time for the end of the exam. BE SURE TO READ ALL INSTRUCTIONS FOR THE VARIOUS PARTS OF THE TEST CAREFULLY. THE WEIGHTING OF THE ITEMS IN THE TOTAL SCORE IS GIVEN IN PARENTHESES AFTER THE INSTRUCTIONS.

Instructions for True-False Items: Read each statement carefully. If the statement, as written, is essentially true, place a plus mark (+) in the blank space in front of the statement. If the statement is essentially false, place a zero (0) in the blank space in front of the statement. If you do not know the answer, guess. Your first response to items of this type is often the best. (Items are worth one point each.)

- 009-a _____ Under the National Security Act of 1947, the Director of Security, CIA, is responsible for protecting intelligence sources and methods from unauthorized disclosure.
- 014-a _____ The Director of Personnel is responsible for directing the selection program for Career Staff membership.
- 015-a _____ In relation to Career Staff membership, the CIA Selection Board is responsible for formulating appropriate criteria, discharging the responsibilities assigned by regulation, and entertaining appeals.
- 016-a _____ Examining Panels receive no direction from the CIA Selection Board in their review of applications for Career Staff membership.
- 019-a _____ Those selected for membership in the Career Staff are designated as career employees and this membership is limited to Staff Employees and Staff Agents.
- 101-a _____ The Board of Directors of GEHA Inc. determines policy and is made up of 3 members from DDP, DDI, and DDS.
- 105-a _____ Payments for reimbursements under the Specified Dread Diseases contract will be made regardless of the amount reimbursable under any other type of contract or from leave, B.E.C., etc.
- 107-a _____ X-rays, lab tests, etc., are reimbursable if they are necessitated by illness or accident and are performed in a hospital or authorized clinic.

- 108-a _____ The only limitation from a physical requirement standard, in the case of a new employee applying within 60 days of EOD, is the nine-month waiting period for maternity. (Mutual of Omaha)
- 109-a _____ WAEPA and UBLIC are both Group Term Life Insurance contracts, similar to World War II NSLI term insurance, and therefor cannot be converted to any plan the underwriter writes other than term insurance.
- 123-a _____ A career agent is a type of contract employee.
- 127-a _____ A Contract Employee is entitled to Civil Service Retirement when he has transferred without a break in service from a position subject to Civil Service Retirement deductions to the status of an employee of the Government under contract.
- 130-a _____ The staff agent letter of appointment is a negotiated contract.
- 131-a _____ Contract Agents may be granted standardized or special allowances or differentials as such.
- 132-a _____ A differential is an additional increment of compensation granted to personnel serving at "hardship" posts and as such is considered as taxable income.
- 133-a _____ An allowance is a taxable increment granted to personnel to compensate for costs at the post.
- 200-a _____ Security clearance for reassignment may be expedited by early consultation between the Personnel Officer and the Office of Security.
- 401-a _____ When an employee wishes to remain in the employ of the Agency following marriage to an alien, he must obtain permission to marry or his resignation will be accepted.

Instructions for Multiple-Choice Items: For each of the following items there are several alternative answers. Only one of these alternatives is correct. Indicate the one answer you think best fits the question or statement by marking an "X" through the letter that precedes your choice. (Items are worth two points each.)

003-a Which of the following does not constitute an item of legislation designed in part to implement personnel administration in the Federal Service?

- a. The Civil Service Act of 1883
- b. The Civil Service Retirement Act of 1920
- c. Employees' Personnel Administration Act of 1947
- d. The Budget and Accounting Act of 1921

060-a Once a disciplinary action has been proposed by the Head of an Office, the individual's Career Service Panel or Board has the following interest in the action:

- a. Transmitting the paper work to the Office of Personnel.
- b. Getting the latest dirt on the employee.
- c. Information for future career planning and utilization.
- d. None of the above.

061-a You are a Personnel Officer at an overseas field station. A supervisor wants to reprimand an employee and has submitted the case to you. Who should approve a formal reprimand?

- a. You, as Personnel Officer.
- b. Chief of Admin.
- c. No further approval is needed.
- d. Chief of Station.

063-a An employee has been admonished for being habitually tardy and warned that if he is late again without a satisfactory excuse his case will be viewed with extreme seriousness. He is late again and offers an unsatisfactory excuse. Which action should not be taken in most cases?

- a. Reassignment
- b. Demotion
- c. Reprimand
- d. Suspension

- 064-a A supervisor has informed you, as Personnel Officer, that a serious breach of conduct by an employee has taken place. What is the first action you should take?
- Consult your immediate superior in the Personnel Office.
 - Develop a complete record of events.
 - Call the Executive Officer of the Office of Personnel.
 - Notify the SA/D/Pers.
- 065-a After a suspension action has been recommended by an Office Head, who has final approval authority?
- Director of Personnel.
 - Head of the individual's Career Service.
 - Deputy Director (Support).
 - Division Chief
- 075-a The Career Service Ceiling is:
- The maximum authorized number of personnel for a Career Service, consisting of staff employees, staff agents, military personnel detailed from other Government agencies, and Agency civilian personnel detailed to other agencies or in external training status.
 - The ceiling for General Schedule personnel for each Career Service authorized at each General Schedule grade level for a fiscal year.
 - The listing of positions of various types, levels, and Career Service designations required to meet the workload of a component.
 - The total of the Staffing Complement and the Development Complement.
- 076-a The following employees are not counted against Career Service Ceiling:
- New employees whose initial orientation and training will exceed 30 calendar days from their EOD date.
 - Casuals
 - Individuals in full-time training for continuous periods exceeding 30 days.
 - Individuals who cannot be assigned to a Staffing Complement pending approvals, such as medical, security and cover integration.

(This question continued on next page)

076-a e. Individuals placed on leave without pay, by official personnel
(cont.) action, for a period in excess of 30 days.

f. Individuals formally detailed outside the Agency for periods in excess of 30 days.

079-a The Career Service Staffing Authorization is:

- a. The maximum number of authorized personnel for a Career Service, consisting of staff employees, staff agents, military personnel detailed from other Government agencies, and Agency civilian personnel detailed to other agencies or in external training status.
- b. The total number of personnel at each grade level assigned to a Career Service for a fiscal year.
- c. The total number of employees occupying limited and flexible positions in the staffing complement and all employees in a development complement status for a Career Service.
- d. The ceiling for General Schedule personnel for each Career Service authorized at each General Schedule grade level for a fiscal year.

081-a The Staffing Complement is:

- a. The listing of positions of various types, levels, and Career Service designations required to meet the workload of a complement.
- b. An estimate of staff personnel requirements of each component for the coming fiscal year.
- c. The Career Service listing of positions required to carry out all functions of the Career Service for the fiscal year.

082-a The Staffing Complement includes:

- a. All positions of a Career Service required to carry out workload requirements wherever located.
- b. All limited and flexible positions required to meet the workload of a component.
- c. All staff positions in a component included within the component's Career Service, excluding those of other Career Services.

Instructions for Short Answer Items: The following items ask you to write a brief answer for each question. The answer may require a word, a phrase or a sentence. It will not require any more than a very short paragraph at the most.
(Items are worth four points each.)

020-a Three general criteria for selection for the Career Staff are:

- a.
- b.
- c.

034-a Define the levels of assessment undertaken by the A&E Staff.

- a.
- b.
- c.
- d.

052-a Define the "Performance of Duty" standard of the Federal Employees' Compensation Act.

066-a The following laws all have at least one thing in common which is of concern to the personnel officer. What is it?

- The laws are:
- a. Hatch Act, 5 U.S.C. 11 81
 - b. Holding State or Local Office, Executive Order 9
 - c. Subversive Activity, Sec. 1, Public Law 330, 84th Congress
 - d. Discrimination, Sec. 2, Civil Service Act
 - e. Claims against U.S., Sec. 109, Criminal Code
 - f. Drunkenness, Sec. 8, Civil Service Act
 - g. Gift to Superiors, Sec. 1784, Revised Statutes
 - h. Striking against Government, Sec. 1, P.L. 330, 84th Congress

Answer:

069-a Why should demotion not be considered as a disciplinary action to be taken in most cases?

086-a Describe some of the activities of the Special Placement Committee.

087-a What are some of the internal sources for filling a vacancy that are to be investigated prior to release by POD of a request of a Career Service (Operating Office) for external recruitment?

091-a Personnel Management is a function of the executive. However, the breadth of his duties requires that he delegate many aspects of personnel management. The Operating Official will, of necessity, reserve to himself certain areas of activity and make decisions concerning them, What are these areas of activity?

106-a When do payments to the insured under the Special Income Replacement plan commence and how long will they continue?

120-a In handling contract personnel, why is a contract needed?
Give at least two reasons.

122-a What are the basic differences between a Contract Agent and a
Contract Employee?

124-a In which of the three contract categories is the offset clause
subject to negotiation?

125-a What is the purpose of the Covert Income Tax Unit?

126-a What is a contract?

- 128-a List at least four provisions which should be included in a normal memorandum in lieu of contract.
- 129-a Which two officers must approve a commitment, expressed or implied, concerning the conversion of a contract individual to staff status?
- 132-a What is the intended purpose of establishing a differential, and how does it relate to the cost of living?
- 134-a What is the intended purpose of establishing an allowance?
- 202-a An individual has had four security violations in the last two years. If it is determined that he will be separated, who has responsibility for initiating proceedings?
- 205-a What are the types of "hire-systems" for indigenous personnel generally used at foreign posts?
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402-a Downgrading with retention of salary implies that certain conditions exist in respect to performance of the employee. Discuss.

Instructions for Discussion Questions: The following questions are designed to allow you to think about a larger or more complex body of information. These questions generally deal with personnel programs, policies or problems. In answering the questions you will do better to maintain a broad perspective than to focus on any specifics within the area under discussion. YOU ARE REQUIRED TO ANSWER ALL FOUR QUESTIONS. (The value is given after each item.)

- 027-a The Director of Personnel exercises appointive authority for the DCI. Although selection for appointment is made by the various Career Services, the Director of Personnel ensures that the Agency's current assets are evaluated prior to appointment of a new employee. Describe how this evaluation takes place in practice and what major courses of action may follow such an evaluation. (10 points)
- 204-a Discuss the preparations a Personnel Officer should make prior to departure for an overseas assignment. (10 points)
- 400-a Describe the role of the Director of Personnel. Show the major areas of activity and give examples of how he exercises his responsibilities. (30 points)
- 404-a The Career Service Staffing Authorization has been referred to as a useful personnel management device for the Career Service Head. Discuss. (10 points)

Clearly label your answers with the numbers to the left of the questions.